**Club and Orgs Event Approval Checklist**

Club events must operate within the parameters of the Student Handbook and Code of Conduct and the Campus Activities/Events Guidelines2021-2022. For questions about club and orgs events, contact **clubsandorgs@ucmerced.edu** or (209-228-5433**). *All events must be approved by the Student Involvement Clubs and Orgs Team***.

 **Complete this form at least 6 weeks in advanced for ALL events.**

Additional steps are required if any of the following applies:

* Organizers sell or serve food to the public ([contact EH&S](https://ehs.ucmerced.edu/students/food-permits-clubs))
* Written agreements of any kind with non-UC Merced parties that require signatures by both UC Merced and the other party, and agreements in which an artist/performer/entertainer is paid (contact **Catrina Parr**)
* Any transportation arrangements made by the sponsor or leader (contact **Catrina Parr**)
* Any event in which one or more students stay overnight (contact **Student Involvement Office**)
* Secure your location for the event. If you are wanting to reserve an on-campus space, please use EMS (non-academic spaces) or Astra (academic spaces) reservation system. You can find both reservation systems [here](http://rooms.ucmerced.edu/).
* If the club or organization has their own table, they can set up in the designated areas. Please check in with the Office of Student Involvement for locations. This needs to be approved due to fire line and spacing issues.
* All RCO events must have an attendee registration to document all participants for contact tracing purposes.

## Club

Name:

Event

Date/Time: Location:

Leader: Phone: ID #:

Event Description:

#  Student Involvement Clubs and Orgs Team | Hayley Montoya 209-228-2584

Discuss the idea for a club and org event with the student involvement coordinator or RCO team for approval.

#  Risk Service Management |Cindi Zimmerman 209-386-3079

For any event that involves a physical activity, a safety plan will need to be created. For information about safety plans, forms, procedures, insurance exclusions, and/or waivers that pertain to the event, refer to the Risk Management [website.](https://www.wallawalla.edu/resources/risk-safety-management/travel-vehicles/driver-transportation-policiesforms/)

#  Student Travel/ Contracts/ Purchase Request |Catrina Parr 209-228-5433

Submit a purchase request form

Refer to the procurement website for information about forms, procedures and guidelines

*(Please note the purchasing timeline below, some purchases may take a minimum of 4 weeks to complete. Contact Catrina’s team at osifrontdesk@ucmerced.edu)*

#  Campus Security Officers | Campus Police Department 209-228-8273

Consider whether it may require to have Campus Security Officers at the event.

 **Fire Marshal** | **Tracy Staiger 209-228-8273**

Consider whether you will need a permit for this event. Contact the Fire Marshall if you are unsure on this.

This process requires a three week process. Please plan accordingly

#  Student Involvement Club and Orgs Team | Hayley Montoya 209-228-2584

Club Event Approval Email to the Club and Org after completion of the meeting with the RCO events team .

**Additional Resources**

Accounting | (209) 228-5433

Confirm the club and org account has enough money to cover all event expenses (check the club’s account balance on CatLife). Save all receipts related to the event and submit appropriate documentation requests related to the event. Currently this Is the [purchasing timeline](https://studentinvolvement.ucmerced.edu/sites/studentinvolvement.ucmerced.edu/files/page/documents/purchase_timeline_sept2020.pdf) that all clubs and organizations need to understand when planning an event. \*Please note purchasing, contracts, etc. has been delayed with the new CBS2 system.